



ASSISTANT CLERK

The Kodiak Island Borough is accepting applications for the regular, full-time, non-exempt position of Assistant Clerk in the Clerk's Office. The Assistant Clerk works under the direction of the Borough Clerk.

KODIAK

Situated in the northern Gulf of Alaska, just east of the Alaska Peninsula, Kodiak is the second largest island in the United States. The Kodiak Island Archipelago is home to about 13,000 people, who celebrate their multicultural community. Despite the island's isolation, residents enjoy a cosmopolitan lifestyle. Activities include the best in outdoor sports and recreational opportunities with access to secluded beaches; extensive wilderness trails; and easy mountain hikes. Downtown offers retail and coffee shops; restaurants and museums; and one of Kodiak's two scenic boat harbors. Commercial fishing; seafood processing; logging; recreational hunting and fishing; tourism and government make up the economy of Kodiak. The island boasts the nation's largest Coast Guard base; a commercial rocket launch facility; one of the largest Travelifts in the world; and six newly installed wind turbines on Pillar Mountain, overlooking beautiful Kodiak City.

The Kodiak Island Borough was incorporated on September 24, 1963 and is a second-class Borough with a manager form of government. The Borough has six departments and 44 full-time employees. Under the direction and leadership of the Borough Manager, the departments of the Kodiak Island Borough administer quality, cost-effective services to the citizens of Kodiak. Municipal powers include area-wide education; taxation; planning; health; non-area-wide parks and recreation; solid waste; economic development; building inspections; service areas; and fire and emergency services.

POSITION OVERVIEW

The Assistant Clerk is responsible for a number of duties which include: providing routine office support; assisting the public in person and over the phone; preparing a variety of correspondence and reports; processing accounts payables and/or receivables; preparing meetings minutes; purchasing office supplies; maintaining records; conducting routine research; and scheduling and coordinating meetings and/or special events.

QUALIFICATIONS

High School Diploma or GED and 3 years of office or customer service experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

The successful candidate will possess skills in modern procedures and methods; applicable public meeting practices and procedures; customer service principles; research methods; must possess excellent communication and interpersonal skills; the ability to manage confidential matters with discretion, while remaining neutral, calm and professional in the handling of all Borough business.

SALARY

Salary Range B21 of the Salary Schedule: \$22.31 - \$33.38/hour, based on qualifications and experience.
Excellent benefits package.

APPLICATION PROCESS

Complete job description and Borough application (required) may be obtained through Kodiak Job Center, 211 Mission Road, Suite 103, Kodiak Alaska 99615, (907) 486-3105, or from the Borough website at www.kodiakak.us. Position is open until filled, however early application is encouraged.

THE KODIAK ISLAND BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER